

Oakhill Correctional Institution Visiting Information
5212 Hwy M
Oregon, WI 53575

Oakhill is located on County Trunk M, 7 miles south of Madison, or just northwest of Oregon. Coming to Madison on Hwy I-90, take EXIT 142A - Hwy 12 -18 West into Madison. Proceed on Hwy 12-18 for approx. 6 miles and then take EXIT 261 A-B, Hwy 14 East & Park Street – turn left onto Hwy 14 East. Proceed for 6 miles on Hwy 14. Take the Country Trunk MM (OREGON) EXIT (2ND Exit on Hwy 14) off of Highway 14 and turn right on to County Trunk M. Oakhill is exactly 1.2 miles down on the right hand side - past the Oregon State Farm and the Oregon Correctional Center.

Visiting Hours

- **Wednesday through Friday** 5:00 p.m. – 9:00 p.m.
- **Saturday, Sunday and Holidays** 7:15 a.m. – 2:30 p.m.

Segregation Visiting

If inmate is in segregation, visiting hours are as follows:

All segregation visits are one hour only.

- **Wednesday through Friday** 6:00 p.m. – 8:30 p.m.
- **Saturday, Sunday and Holidays** 8:30 a.m. – 10:30 a.m. or
12:30 p.m. – 2:30 p.m.

Other Visiting:

- TLU inmates: Three visits per week – with only one visit per weekend.
- Adjustment Segregation inmates: one visit per week
- Program Segregation: Step 1, 2, or 3 – one visit per week
- Control or Observation: Requires HSU or clinical approval

Registration/Identification Procedures

A. Only persons on the inmate's approved visiting list are routinely authorized to visit. Request for an exception to the approved visitors list should be directed to the Social Worker ten (10) working days prior to the anticipated visit.

1. Minors who are on inmate's approved visiting list may visit in the company of any other adult who is also on the inmate's approved visiting list.

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2. Upon arrival at Oakhill, all individuals must register immediately with the visiting staff at the Lobby in the Administration Building.
 - a. Vehicles must be parked in the lot with windows rolled up and doors locked.
 - b. Once registered, the visitor will not be allowed to return to the vehicle until the end of the visit.
 - c. Pets are not permitted on grounds including in the vehicle.
 - d. No one is permitted to remain in a vehicle on Oakhill grounds.
- B. Intoxicating beverages, drugs, firearms and ammunition or weapons of any type are not allowed in automobiles parked on institution property, or in the possession of the visitor. The Shift Supervisor will deny visiting privileges to anyone who appears to be under the influence of intoxicants, liquor, drugs, or in the possession of a weapon. Pepper spray (also known as OC or oleoresin of capsicum) or other incapacitating agents are not allowed as it is considered a weapon when brought onto the grounds of Oakhill.
- C. Persons 16 and over must have acceptable identification, such as:
 1. Current Wisconsin Driver License;
 2. State of Wisconsin Picture I.D.;
 3. Current Passport;
 4. Department of Transportation Picture I.D.;
 5. County Welfare Picture I.D. Card;
 6. Current Military I.D. Card.
 7. School I.D. for 16 year olds
 8. Out-of-state visitors may present out-of-state identification.
 9. Amish Visitors:
 - The institution will be provided with an Affidavit listing the names of the visiting family members and relatives of the inmate (and description of each visitor). This affidavit will be maintained by the institution where the inmate is assigned and will follow the inmate upon transfer to another institution
 - The visitors listed in the affidavit will be authorized to enter the institution if they provide some identification or documentation on their person to verify the information on the affidavit.
 - Changes in authorized visitors or requests for additional information should be directed to a family member or the local Bishop.
- D. Attorneys and clergy members shall be allowed to visit M-F 8:30 a.m. - 4:30 p.m. with prior approval from the Social Worker, Social Services Director, Chaplain, or Deputy Warden.
- E. Visitors may only visit one inmate per day. Inmates who are related, either naturally or through marriage, and whose related status is documented, will be allowed joint visits. For purposes of clarification, "related" shall include brothers/sisters; step-brothers/sisters; half-brothers/sisters; brothers and sisters-in-law; parents; step-parents; children; step-children; parents-in-law; uncles and aunts; and grandparents.
- F. The maximum number of visitors per visit is six, not including children, unless prior arrangements have been made through the Security Director or designee.

Property

- A. **Visitors** may bring only the following items for their use to the visiting area and these must be in their possession at the time of registration:
1. Emergency medication must be shown to the Visiting Room Officer immediately upon registering for approval.
 2. Each person will be allowed to bring in only up to \$10.00 in coins to the visit.
 3. A reasonable amount of legal material is permitted. This material must be shown to the officer for approval to take to visits. The officer will examine (not read) this material for contraband. The Officer shall retain the documents until needed. The inmate is not allowed to keep any items without being reviewed by the security department.
 4. Infant care items per infant:
 - a. One small blanket;
 - b. Two plastic infant feeding bottles;
 - c. Four baby diapers;
 - d. Four plastic containers of baby food
 - e. One plastic feeding spoon;
 - f. One change of clothes;
 - g. Diaper wipes;
 - h. Two small plastic infant toys, (i.e. pacifier, rattle, teething ring);
 - i. One infant seat or stroller.
 5. Those who bring a diaper bag or child care bag will be given a plastic bag at the time they register for visiting. They will be directed to place the approved items into the plastic bag provided.
- B. **Visitors** may not bring property items for inmates. All such items must be sent into the Institution following established Property procedures.
1. **OCI is a tobacco free institution.** Tobacco, smoking materials, and related supplies are not authorized to be brought into any visiting area whether outside or inside. Neither visitors nor inmates are authorized to bring smoking materials, chewing tobacco and related supplies into any area of the Institution. "Related supplies" includes but is not limited to matches, lighters, rolling papers, empty tobacco packaging, etc.
 2. Any money for inmates must be mailed in the inmate's name and number through the U.S. Mail via money order.

Conduct in the Visiting Area

- A. General
1. Any violation of visiting and/or institution rules by inmates or their visitors may result in immediate termination of the visit and/or suspension of visiting privileges. Additionally, inmates may be subject to further discipline as per DOC 303.
 2. Inmates must check in with visiting staff at the Officer's station prior to greeting their visitors.

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3. Visitors and inmates are allowed to embrace and kiss briefly (5 seconds) at the beginning and end of the visit. Unrestrained or inappropriate displays of affection are not permitted. During the visit, hand holding is the only physical contact allowed and hands must be above the table, clearly visible to the visiting officer.
4. Visiting is a family affair. Sexual conduct of any type is not permitted, per DOC 303.15.
5. Seating may be assigned by the Visiting Room Officer. Permission from the Visiting Room Officer must be received prior to any change in seating. Furniture will not be moved.
6. Inmates must sit facing the Visiting Room Officer.
7. Visitors and inmates will at all times, sit in an upright position during the visit and will not place legs or feet on the furniture.
8. Furniture arrangement must remain in its original position.
9. Inmates and their visitors are not permitted to visit with other inmates and/or other visitors.
10. Visitors may change children's diapers in the visitor's bathroom only.
11. Combing or braiding of another person's hair while in the visiting area is not permitted.
12. Shirts and shoes must be worn at all times.
13. Vending machine products are allowed to be consumed only in the Visiting Room.
14. Inmates are responsible for cleaning the tables and immediate area prior to the end of their visit.
15. No articles, money or other items may be given to an inmate on a visit. Visitors are not permitted to receive anything from an inmate with intent to convey items out of the institution without permission.
16. Visitors and inmates shall avoid loud talking and boisterous behavior.
17. There shall be no movement between visiting areas during official counts (12:10 PM, 2:40 PM and 5:40 PM) and other special counts without approval of the Officer or until the count is announced clear by the Visiting Room Officer. This usually takes approximately 20 minutes. Officers shall notify both visitors and inmates of counts.
18. Visitors and inmates must help in keeping all restrooms and facilities clean. Restrooms that are found to be dirty should be reported to the Officer so that arrangements for cleaning can be made.
19. Inmates wishing to use the restroom must check in with the Visiting Room Officer before using it.

B. Supervision of Children

1. Inmates will be permitted, for brief periods of time, to hold their children under the age of 7, who are visiting him. Inmates will not be permitted to place their children on their shoulders or hold them in any manner which will be unsafe and disruptive.
2. Adults are responsible for supervising children under 12 throughout the visit.
 - a. Noise levels must be kept to a minimum to accommodate all visitors.
 - b. Inmates are not allowed in the play area.
 - c. The throwing or abuse of toys is prohibited. Toys must remain in the play area at all times.

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- d. Rough-housing or climbing on the furniture is not permitted.
 - e. Board games, cards or writing utensils are prohibited in the play area.
 - f. No food or drink is allowed in the play area.
3. The responsible adult visitor shall escort children under the age of 12 to and from the restroom.
4. The responsible adult visitor shall accompany children under the age of 6 into the restroom.
5. The responsible adult visitor are to ensure the children's safety by keeping them away from areas such as the road, parking lot, fences and gate areas.
- C. Food, beverages and/or eating utensils and supplies are not authorized to be brought into the institution.
 1. Vending machines are available for food and beverage purchases. Inmates are not allowed access to the vending machines.
 2. The microwave in the Visiting Room is available to warm vending machine items.
 3. Inmates are not allowed to take food or beverages to their housing units.
 4. Recycling of aluminum cans is required.
 5. The area used to eat must be cleaned up and left usable for the next visit. Any need for washing of tables should be reported to the visiting officer.